

CITY OF SAN ANTONIO
Planning Department – Neighborhood & Urban Design Division
P.O. Box 839966; San Antonio, TX 78283-3966
Phone: 207-7873 Fax Number: 207-7897

NEIGHBORHOOD ASSOCIATION REGISTRATION

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Dear Neighborhood Leader:

Registration of Neighborhood Associations is a community service offered by the City of San Antonio. Registered neighborhoods are included in a listing created by the Planning Department that is available both in hard copy and through our web site at:

www.ci.sat.tx.us/planning.

Why Register Your Neighborhood Association?

Registering your Neighborhood Association will:

- ✓ Provide the contact information needed for the Zoning Case Managers to send a notice about a pending zoning case to any registered neighborhood association whose boundaries fall within 200 feet of a zoning case;
- ✓ Help guide and unify your community efforts to improve your neighborhood;
- ✓ Facilitate participation with the Police Department's SAFFE/COP programs;
- ✓ Help develop working relationships with the City of San Antonio; and
- ✓ Improve communication with other public agencies, the private sector, and nonprofits

What Do I Need to Know?

The Planning Department encourages neighborhood associations' membership to include renters, homeowners from all sections of the neighborhood, property owners, large and small businesses, churches, and community groups. A variety of members help build partnerships and a self-reliant organization.

Neighborhood association boundaries identify the specific geographic area where community members want to focus their efforts. Schools, churches, businesses and other neighborhood groups should be included within the neighborhood boundaries. Generally, a neighborhood association area includes about one square mile, 4,000 – 10,000 residents (about the population to support an elementary school), or at least 1,500 dwelling units. The Planning Department discourages neighborhoods from creating overlapping boundaries. You can work with planning staff to determine appropriate neighborhood boundaries.

How Do I Register My Neighborhood Association?

- A) *If you represent an established Neighborhood Association:* Discuss neighborhood registration with association members and complete the attached form. The information you provide will help us keep current with your activities.
- B) *If you are interested in forming a Neighborhood Association:* Conduct a neighborhood meeting(s). Explain the benefits of forming an association by holding a public neighborhood meeting for homeowners, renters, commercial property owners, large and small businesses, churches, and community organizations. Try to enlist everyone to become a member of your association.

How to Organize a “First” Neighborhood Meeting:

- Inform as many people as possible and keep track of your efforts to reach all types of individuals (not just residents) including phone calls, mailings, flyers, etc.
- Make sure everyone signs-in by providing an “attendance sign-in sheet.”
- Discuss (a) why your neighbors want to form or register your neighborhood association and (b) the area of your neighborhood association. Begin identifying (c) the area’s issues, (d) the strengths of your community, and (e) which items are most important to you. (A “goal setting” session by the Planning Department may be helpful to your group. Call 207-7873 for more information.)
- In the neighborhood meeting, approve or designate a subcommittee to develop your by-laws, help with the election of officers, identify neighborhood boundaries, identify neighborhood goals and priorities, and collect attendance sheets.
(*The Planning Department can assist and advise you on all of the above items.*)

Register your newly formed Neighborhood Association by sending a copy of information requested on the attached form to PLANNING DEPARTMENT, NEIGHBORHOOD AND URBAN DESIGN DIVISION, PO BOX 839966; SAN ANTONIO, TX 78283-3966.

*Please call the Neighborhood & Urban Design Division at 207-7873
for assistance and information.*